

Ralph Thornton Centre Board of Management
APPROVED Minutes of the Meeting of August 24th, 2016

Present: Board: Graham Chernoff; Andrew Chong (Chair); Jeff Garkowski; Michele Harding (Minutes); Mae Hum; and Samantha Morrison.

Board Nominees: Sharon Ho; Janet Routliffe; Maria DeLuca; Elizabeth (Liz) Doyle; Robin Edger.

Staff: John Campey; Glenn Gustafson; and Maria Moutsatos

Regrets: Alan Lennon, Jordana Wright and Paula Fletcher

	Item	Discussion	Decision	Action / By
1. CALL TO ORDER				
1a	Greetings	Andrew called the meeting to order and introduced Board nominees.		
1b	Approval of Consent Agenda	Andrew asked if anyone wanted to withdraw any consent agenda item. No requests were received. Motion: That the Consent Agenda, as circulated, be approved.	M: Samantha S: Mae CARRIED	
1c	Declarations of Conflict of Interest	None identified or declared		
1d	Community Announcements	Andrew advised that BD&N recommended that time be allowed to flag community events and announcements. <ul style="list-style-type: none"> SRPCC held a leaving party for kids starting school in Sept. Paula Fletcher's Environment Day activities 	N/A	
2 CONSENT AGENDA				
2	Consent Agenda Items	Andrew reminded members of the requirements of a consent agenda. MOTION: THAT the following Consent Agenda decisions and motions be APPROVED as presented:	M: Graham S: Mae CARRIED	
2a	Approval of June 22 nd , 2016 Minutes including minor amendments	MOTION: THAT the minutes of the June 22, 2016 Meeting of the RTC Board of Management be approved, as circulated.		Secretary
2b	Disclosure of Wrongdoing Policy Amendment	MOTION: That the revised Disclosure of Wrongdoing policy amended to include the section "Allegations Against the Agency Head" be approved.		Secretary
2c	Special Occasion Permit	MOTION. That the Special Occasion Permit for the private reception for Caeli Mazara be approved for the date specified on the permit.		John/Glen
2d	Board Development & Nominations	Decision: That the Committee Report be received.		BD&N Committee
2e	Membership & Outreach <ul style="list-style-type: none"> Date of 2017 Annual General Meeting 	MOTION: That the Board set June 14, 2017 as the date for the 2017 AGM.		M&O Committee / John

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2f	Org. Planning & Evaluation <ul style="list-style-type: none"> Interim Space Report Revised Space Booking Policy and Procedures 	<p>MOTION: THAT the Board of Management:</p> <ol style="list-style-type: none"> 1. Approve the Space Use Terms of Reference; 2. Adopt the Interim Policy on insurance; 3. Adopt the Interim Rental Rate Chart; 4. Adopt the User Category Definitions; and 5. Adopt the amended Space Booking Policy and Procedures, for implementation effective September 1, 2016. 		OP&E / Glen
2G	Executive Committee	No Report		N/A
2h	Personnel Committee	MOTION: To approve the 2016/2017 Personnel Committee's Terms of Reference with revisions made to the Proposed Priorities		Personnel Committee
3. BUSINESS ARISING				
3a	Executive Election	<p>Andrew advised that members had been invited to volunteer to undertake the tasks of Board officers and to sit on the Executive committee. Members were provided with the opportunity to question the candidates who volunteered.</p> <p>MOTION: That the following Board members be appointed to each of the identified officer roles on the Board commencing immediately following the end of the August 24, 2016 Board Meeting until the next AGM of the Centre:</p> <ul style="list-style-type: none"> • President – Samantha Morrison • Vice President – Mae Hum • Treasurer – Graham Chernoff • Secretary – Michele Harding 	<p>M: Jeff S: Andrew CARRIED</p>	Executive Committee
3b	In-Term Board Vacancies <ul style="list-style-type: none"> Resignations Nominations 	<p>Andrew advised that, following the June Annual General Meeting, three members had given notice of their intention to resign, thereby, creating three in-term vacancies.</p> <p>MOTION: THAT the Board accept the resignations of Chris Shantz, Jennifer King and Andrew Chong, effective the end of the August 24th, 2016 meeting.</p> <p>Andrew advised that BD&N had undertaken a search for qualified candidates to fill the in-term vacancies, including following up with individuals who had previously indicated interest in board governance. The candidates identified all met the qualifications</p>	<p>M: Michèle S: Graham CARRIED</p>	

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		<p>identified by the Board. The Candidates were given the opportunity to introduce themselves and respond to questions.</p> <p>MOTION. That the Board appoint Marie DeLuca, Elizabeth Doyle and Robin Edger to the Board of Management to fill the In-Term Vacancies created by the resignation of three Board Members, effective immediately following the end of the August 24, 2016 meeting, and that such names be forwarded to City Council for review and approval.</p> <p>The Board expressed its thanks to Andrew for his exemplary leadership over the last three years.</p>	<p>M: Graham S: Samantha CARRIED</p>	<p>Samantha/John</p>
4. STAFF DISCUSION				
4A	Executive Director, Programme Director, Business Manager	<p>John shared a RTC success story regarding a young volunteer who had secured full-time employment. He also highlighted:</p> <ul style="list-style-type: none"> • Very positive feedback received from the summer camp participants and their families, especially LGBTQ families; • The re-painting of the SRPCP and Basement area. The Board expressed its appreciation to Mark Johnston, for going above & beyond, and to Glen Gustafson, for coordinating the work; • The revamped Sunday Escape programme with child care and cross-promotion with local restaurants. Participation, promoted primarily by word-of-mouth, is increasing to the break-even point; and • Resolution of nuisance problems (litter, etc.) generated by the new Sweet Jesus ice cream concession. 		
5. COMMITTEE REPORTS				
5a	<p>Finance Committee</p> <ul style="list-style-type: none"> • Q2 Financial Statement 	<p>Graham reported on the Q2 Financial Statement highlighting that:</p> <ul style="list-style-type: none"> • Overall, income slightly exceeds budget projections; • Some over-expenditure is seasonal, including admin costs which were due to vacations taken early in the year. Some over-expenditures will be corrected in Q3. • Steps taken to ensure a balanced budget by year-end include tightening casual staff and scheduling, new arrangement for the after-school programme, and monitoring savings from facility retrofits. <p>Concern was expressed that the new presentation did not also show income deferred from previous years into the current year. Glenn undertook to review the matter.</p>		<p>Finance Committee / John/Glenn</p>

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	<ul style="list-style-type: none"> Rivertowne Access & Equity Programme Description SPT MOU 	<p><u>MOTION:</u> THAT the Board approve a sole source contract up to \$4,000 to purchase data assembly and analysis goods and services from Social Planning Toronto and authorize establishment of the necessary service agreements.</p> <p>Michèle advised that the Rivertowne programme description was the first trial of the programme documentation policy recently implemented by the Board and highlighted key information respecting deliverables and risks.</p> <p><u>MOTION:</u> THAT the Rivertowne Access and Equity Project be approved, and that a total of \$50,000 be confirmed for its implementation in 2016-2017</p> <p>John advised that Social Planning Toronto was a partner/collaborator in the application for the Rivertowne Access and Equity Project, which RTC is leading. The MOU is intended to implement the relationship.</p> <p><u>MOTION:</u> THAT the Board authorize the Executive Director to sign the memorandum of understanding with Social Planning Toronto.</p>	<p>M: Michèle S: Graham CARRIED</p> <p>M: Michèle S: Samantha CARRIED</p> <p>M: Michèle S: Graham CARRIED</p>	<p>OP&E / John</p> <p>John</p> <p>John</p>
6. IN CAMERA MEETING				
6.	<p><i>In camera</i> Meeting</p> <p>Report of <i>in camera</i> meeting</p>	<p><u>MOTION:</u> THAT the Board commence the <i>in camera</i> meeting at 8:15 pm, with the Executive Director, Business Manager, Programme Director and Board Nominees invited to attend.</p> <p><u>MOTION:</u> THAT the Board end the <i>in camera</i> meeting at 9:12 pm.</p> <p>The Board received reports respecting recent City funding directions relating to AOCCs budgets and explored potential implications for RTC.</p>	<p>M: Andrew S: Mae CARRIED</p> <p>M: Michèle S: Andrew CARRIED</p>	
7.	ADJOURNMENT	<u>MOTION:</u> THAT the meeting be adjourned.	M: Andrew S: Jeff CARRIED	

MOTION: THAT the minutes of the August 24th, 2016 meeting of the RTC Board of Management be approved.

M: Samantha/ **S:** Jeff and **CARRIED**